



501 PR349: Managing PCard and ISSP Transactions

Web Based Training



Welcome

Welcome to Cardinal Training!

This training provides employees with the skills and information necessary to use Cardinal. It is not intended to replace existing Commonwealth and/or agency policies.

This course provides information on how to manage Procurement Card (PCard) and Integrated Supply Services Program (ISSP) transactions in Cardinal.

These training materials include diagrams, charts, screenshots, etc., that clarify various Cardinal tasks and processes. The screenshots are taken from Cardinal and show pages that not all users can access. They are included here so you can see how your specific responsibilities relate to the overall transaction or process being discussed. See your agency's Security Handbook, located on the Cardinal website, for a list of available roles and descriptions.





Course Objectives

After completing this course, you will be able to:

- Process Procurement Cards (PCard) transactions
- Process Integrated Supply Services Program (ISSP) transactions
- Review and reconcile PCard and ISSP transactions
- Use PCards and ISSP reports and queries





Course Topics

This course includes the following lessons:

- Lesson 1: Understanding PCards and ISSP
- Lesson 2: Reviewing and Reconciling Transactions
- Lesson 3: PCard Reports and Queries



Lesson 1: Understanding PCards and ISSP

This lesson covers the following topics:

- Procurement Overview
- PCard and ISSP Key Concepts
- PCard and ISSP Integration and Interfaces
- PCard and ISSP Process



Procurement Overview

The Procurement functional area of Cardinal includes four modules:

Purchasing

The Purchasing module includes the buying of goods and services (Procurement) by creating and processing requisitions, purchase orders, receipts and procurement card (ISSP and PCard) transactions.

eProcurement

Like Purchasing, eProcurement provides for Procurement but uses a web-based model. It is similar to an online shopping cart experience for users requesting goods and/or services.

Strategic Sourcing

The Strategic Sourcing module allows users to create and award bids / proposals to purchase orders or contracts.

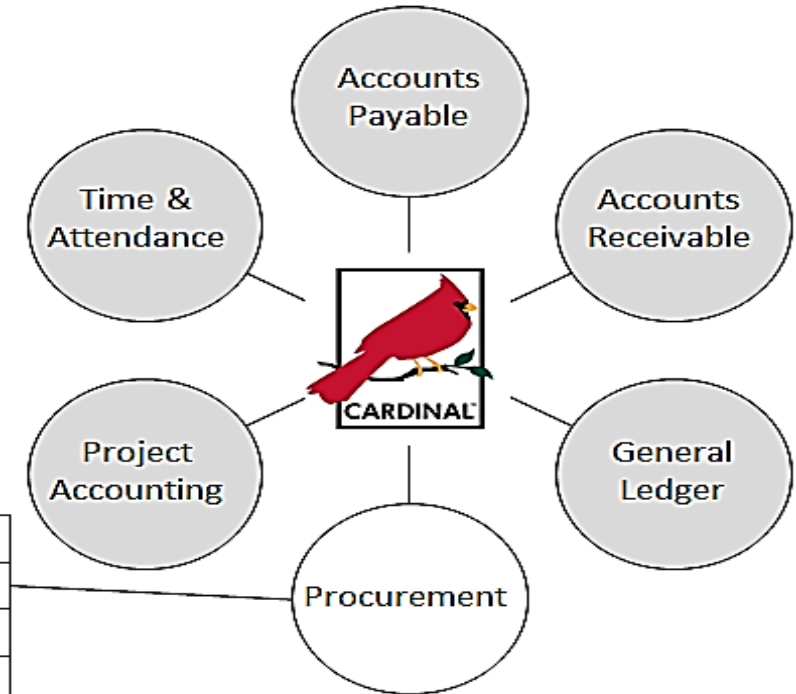
Procurement Contracts

The Procurement Contracts module builds, manages, and archives all Cardinal contract related information.

Modules

	Purchasing	
	eProcurement	
	Strategic Sourcing	
	Procurement Contracts	

Cardinal Functional Areas





Key Concepts – PCard and ISSP

Key Concepts

- The procurement card process reduces manual processes and administrative efforts normally needed to track purchases and make related vendor payments.
- VDOT uses 2 types of procurement cards: PCards and ISSP Cards. These cards allow users to purchase goods using charge cards which are then paid electronically.
- PCards are issued to individual users for purchases: ISSP Cards are issued by stock location, and are typically used for purchases related to vehicles, equipment and maintenance stock.
- Each day Cardinal receives purchase data from the bank (for PCards) and from the vendor (for ISSP cards).
- Cardholders review their PCard purchases so those associated with a PO can be transmitted to eVA as a confirming PO. The PO is then issued to the Vendor. ISSP data related to vehicle maintenance is sent to FleetFocus M5 daily.
- Once Cardholders review and reconcile transactions they can be approved. After approval, transactions are sent to AP and paid electronically.



PCard / ISSP Process

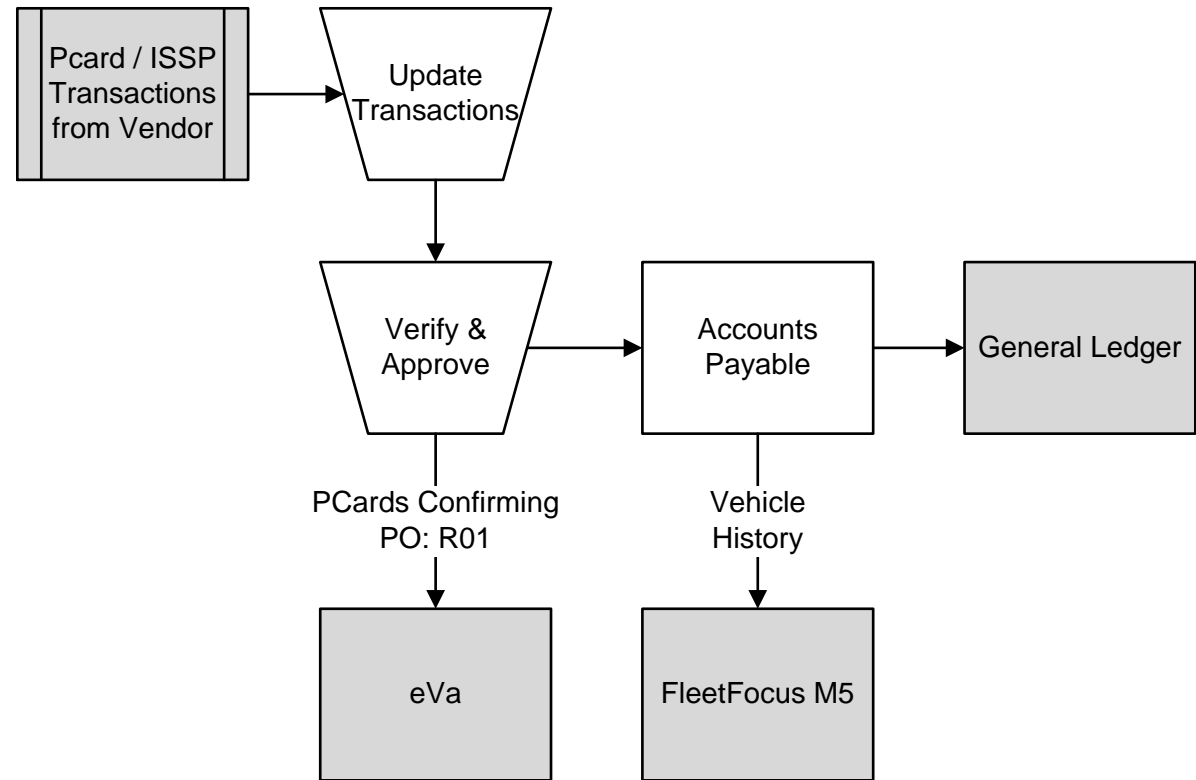
PCards and ISSP integrate with the **Accounts Payable** functional area and interface with several external systems:

- PCard and ISSP Vendors
- FleetFocus M5
- eVA (PCard only)

Accounts Payable integrates with the General Ledger module by generating a journal entry which records the related accounting distribution for PCard and ISSP transactions.

If a transaction contains a distribution related to the repair or maintenance of vehicles or equipment, the data is transmitted to FleetFocus M5.

These integrations and interfaces are detailed on the next few slides.



Click on image to enlarge



PCard and ISSP Integration and Interfaces

PCard and ISSP Transactions from Vendor:

PCard

- Each day the PCard Vendor (bank) sends a file to Cardinal that loads transactions for all Card Holders.
- Monthly Accounts Payable vouchers are generated for PCard transactions and a payment is sent to the PCard vendor.

ISSP

- The ISSP Vendor sends transaction information to Cardinal daily in a secure file, by ISSP stock location. Cardinal sends approved / vouchered stock transactions back to the ISSP Vendor daily.
- Each day Accounts Payable vouchers are generated for ISSP transactions and a payment is sent to the ISSP vendor.

PCard eVA Interface: In compliance with procurement policy, PCard transactions that are not done over-the-counter (OTC) are transmitted to eVA as a confirming purchase order. A confirming PO is a PO issued after the fact by a procuring agency to a vendor for goods or services ordered orally or by some other means.

FleetFocus M5 interface: Cardinal interfaces with FleetFocus M5, sending PCard and ISSP data related to vehicle maintenance and repairs daily. ISSP data sent to FleetFocus M5 may include **Work Order Number**, **Equipment ID**, etc.



PCard and ISSP Process

Since PCard and ISSP Vendors transmit transactions to Cardinal daily, you do not need to enter transactions from receipt information or manually maintain an external log. You may update, verify, and approve card transactions daily.

PCard Only:

- Each PCard Holder is issued a card with a unique number.
- PCard holders purchase items from a merchant. A swipe or transmittal of the card data allows the merchant to capture purchase details and subsequently receive payment from the Card Vendor (bank).
- At month end the Accounts Payable Processor runs PCard queries for PCard transactions to ensure all transactions have been approved. PCard Transactions with the status of **Approved** and **Budget Checked** are processed to a voucher and a payment is sent to the Card Vendor.



PCard and ISSP Process (continued)

ISSP Only:

- Each ISSP stock location is assigned a unique card number to identify its transactions. ISSP users simply charge at the Vendor's counter (shop). A voucher is generated daily and the ISSP vendor receives payment.
- ISSP transactions are specific to purchases related to vehicles, equipment, and maintenance stock. The ISSP vendor supplies vehicle repair parts and shop items for Cardinal end users. Every location has its own unique card number.



PCard and ISSP Card Process

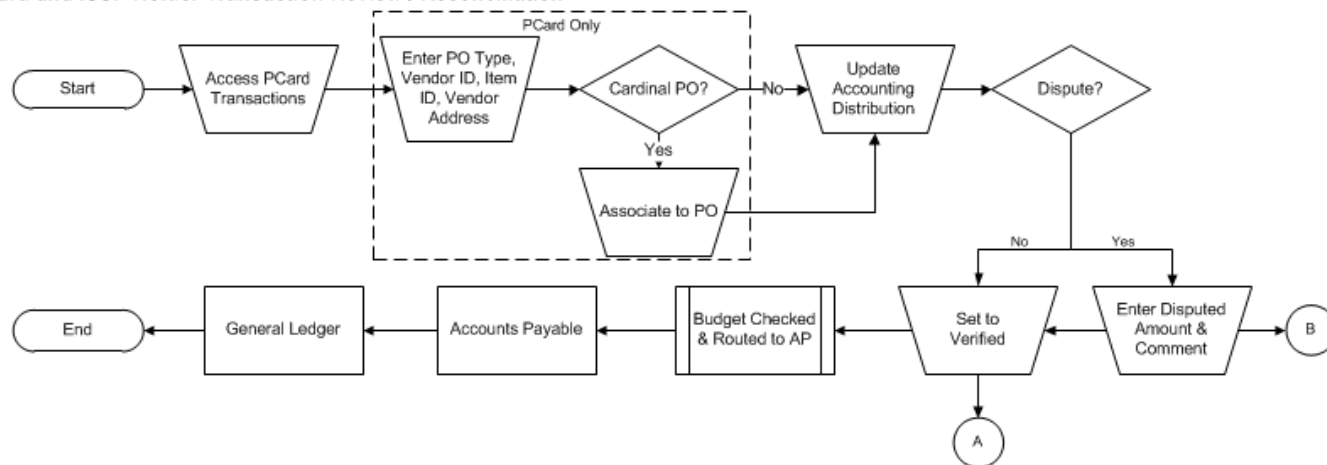
The PCard and ISSP card process involves locating the transaction, reviewing, and updating the transaction.

This may include:

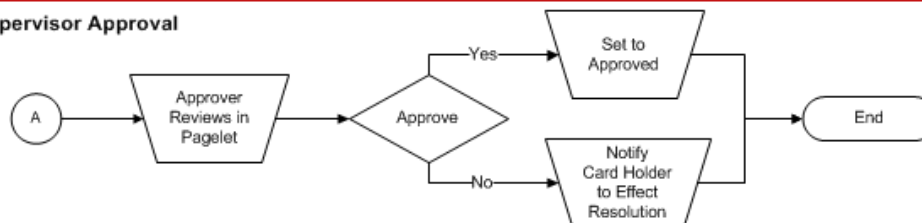
- For PCards transactions, Enter eVA PO Type (R01, X02, OTC, etc.)
- Add / Update accounting distribution(s)
- Create and track disputes
- Track credit resolution
- Verify transactions
- Approve transactions

Once a transaction has been set to **Verified** it is ready for approval by the supervisor.

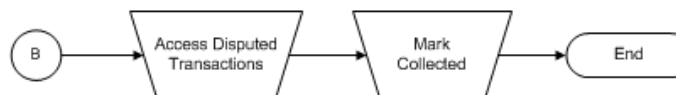
PCard and ISSP Holder Transaction Review / Reconciliation



Supervisor Approval



Card Holder Reconciliation – Credit Collection (Dispute Resolution)



Click on image to enlarge



Lesson 1: Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question, select your answer, and click **Submit** to see if you chose the correct response.



PCard and ISSP transactions are loaded into Cardinal at what interval?

- ☐ Monthly
- ☐ Weekly
- ☐ BiMonthly
- ☐ Daily



Lesson 1: Summary

In this lesson, you learned:

- PCards and ISSP cards simplify purchases and the related payment process.
- PCard and ISSP transactions are processed using the Procurement Card menu in the Purchasing module.
- PCard and ISSP transactions are loaded into Cardinal daily by the PCard and ISSP Vendors.
- Cardinal users verify and approve PCard and ISSP transactions.
- PCard and ISSP transactions involving vehicle repairs and maintenance are sent by Cardinal to FleetFocus M5.



Lesson 2: Reviewing and Reconciling Transactions

This lesson covers the following topics:

- Accessing and Using the **Procurement Card Transactions** Page for PCard and ISSP transactions
- Creating and Reviewing Disputes
- Submitting Transactions for Approval
- Transaction Reconciliation



Accessing the Transactions

Locate a Transaction

Use the **Reconcile Statement Search** page to locate both PCard and ISSP transactions.

You can navigate to this page using the following path:

Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

PCard:

To locate a PCard transaction, enter your **Employee ID** and select the **Card Issuer** from the drop-down. Click **Search**.

ISSP:

To locate an ISSP transaction, enter the **Employee ID** which is the **ISSP** number followed by your District's number. For **Name** enter the **District** followed by the District's name. Select a **Statement Status** and click **Search**.

PCard

Reconcile Statement Search

Role Name:

Employee ID:

Name:

Card Issuer:

Card Number:

ISSP

Reconcile Statement Search

Role Name:

Employee ID:

Name:

Card Issuer:

Card Number:

Transaction Number:

Merchant:

Sequence Number:

Line Number:

Billing Date:

Statement Status:

Additional information can be found in the **Reconcile PCard Transactions** job aid located on the Cardinal website in your Toolbox.



Reconcile Statement - Procurement Card Transactions

The **Reconcile Statement – Procurement Card Transactions** page displays transactions loaded daily, along with merchant name, transaction amount, and date.

This page is used to review, verify, manage, and approve PCard and ISSP transactions.

Transactions identify the **Card Number** (last four characters only), **Trans Date**, **Merchant**, **Status**, **Transaction Amount**, and **Currency**, and also have icons which take you to the **Line Details**, **Comments**, **Distributions** and more.

Verify your charge records against the information on the **Procurement Card Transactions** page and make sure they agree.

	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency		Budget Status
1	*****6659	05/14/2013	MARTIN'S 6499	Staged	269.34	USD		Valid
2	*****8908	05/14/2013	DAILY PRESS MEDIA GROUP	Staged	192.00	USD		Valid
3	*****8908	05/13/2013	BRISTOL BROADCASTING	Staged	9,600.75	USD		Valid
4	*****8908	05/13/2013	THE TRANSPORTATION RESEAR	Staged	160.00	USD		Valid
5	*****8908	05/13/2013	BIZPORT, LTD	Staged	3,972.41	USD		Valid
6	*****8908	05/13/2013	DALY COMPUTERS INC.	Staged	304.50	USD		Valid
7	*****4199	05/10/2013	SHRM**MEMBER600098373	Staged	180.00	USD		Valid
8	*****8908	05/10/2013	HACKWORTH REPROGRAPHIC	Staged	312.13	USD		Valid
9	*****6891	05/09/2013	ED'S AWARDS & ENGRAVIN	Staged	35.00	USD		Valid

This screenshot is an example of a Supervisor's view of multiple cardholders' transactions.

Click on image to enlarge









Reconcile Statement - Procurement Card Transactions (continued)

PCard Transactions – Card Holder View

This screenshot is an example of a Cardholder's view of their own transactions.

The screenshot shows the CARDINAL web application interface for reconciling procurement card transactions. The breadcrumb trail is: Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement. The page title is "Reconcile Statement" and the sub-header is "Procurement Card Transactions". There is a checkbox for "Run Budget Validation on Save". Below this is a "Bank Statement" section with a "Transaction" tab and a "Customize | Find | View All" menu. The table displays three transactions, all dated 08/28/2013 and from UPS. The first transaction is for 1,375.96, the second for 139.11, and the third for 236.04. All are "Staged" and "Valid". The first two are "Recycled" and the third is "Valid". The "Redistrib" column shows "No", "No", and "Yes" respectively. A red box highlights the "Comments" icon (a speech bubble) in the first row. Below the table are buttons for "Select All", "Clear All", "Stage", "Verify", and "Validate Budget". At the bottom are links for "Search", "Purchase Details", "Split Line", and "Distribution Template", and buttons for "Save", "Notify", and "Refresh".

	Trans Date	Merchant	*Status	Transaction Amount			Budget Status	Chartfield Status	Redistrib	De
1	08/28/2013	UPS*000000287118343	Staged	1,375.96			Valid	Recycled	No	<input type="checkbox"/>
2	08/28/2013	UPS*000000V73F56343	Staged	139.11			Valid	Recycled	No	<input type="checkbox"/>
3	08/28/2013	UPS*000000X6X035343	Staged	236.04			Valid	Valid	Yes	<input type="checkbox"/>

Click the **Comments** icon to open the **Reconcile Statement – Transaction Details** page.




Reconcile Statement - Line Details

Additional transaction details provided by the merchant can be seen on the **Reconcile Statement** page. The posted date is displayed on the header.

Additional information may be supplied with a transaction, such as item description, merchant category, tracking number, etc. Data is displayed on the available tabs and is display only.

Click the **Return** button to return to the **Reconcile Statement – Procurement Card Transactions** page.



[Favorites](#) | [Main Menu](#) > [Purchasing](#) > [Procurement Cards](#) > [Reconcile](#) > [Reconcile Statement](#)

Reconcile Statement

Visa Transaction Details

Card Number: *****1684
Posted Date: 08/29/2013
Transaction Number: 24092103240000531452158
Sequence Number: 35

Card Transaction - Type 5

Customize | Find | View All | First 1 of 1 Last

Tab 1 Tab 2 Tab 3 Tab 4 Tab 5 Tab 6 Tab 7 Tab 8 Tab 9 Tab 10

Period	Acquiring Bin	Card Acceptor ID	Supplier Name
1 08040	469216	024523000972554	UPS*000000287118343

Shipping Services - Type 21

Customize | Find | View All | First 1 of 1 Last

Tab 1 Tab 2 Tab 3 Tab 4 Tab 5

Item Seq	Message Identifier	Shipping/Courier Name	Tracking Number
1	1 667000003963639	UNITED PARCEL SERV	000000287118343

Return



Reconcile Statement - Line Comments

From the **Reconcile Statement – Procurement Card Transactions** page you can click on the **Comments** icon to enter or view comments for a transaction.

Click the **OK** button to return to the **Reconcile Statement - Procurement Card Transactions** page.

The screenshot shows the CARDINAL web application interface. At the top is the CARDINAL logo and a navigation breadcrumb: Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement. A 'Home' link is in the top right. Below the breadcrumb is a 'New Window' icon. The main heading is 'Reconcile Statement' followed by 'Line Comments'. Below this, it shows 'Line: 9' and 'Description:'. There is a 'Reference:' label. A 'Transaction Line Comments' section contains a 'Comments:' text area with the text 'Floor Cleaner for District Shop grease spills. MJH'. To the right of the text area is a 'Status:' dropdown menu set to 'Active'. Below the comments section is an 'Associated Document' section with an 'Attachment:' label and three buttons: 'Attach', 'View', and 'Delete'. At the bottom of the form are three buttons: 'OK' (highlighted with a red border), 'Cancel', and 'Refresh'. The 'Transaction Line Comments' section also has a toolbar with 'Find', 'View All', 'First', '1 of 1', and 'Last' buttons, along with '+' and '-' icons.



Reconcile Statement - Account Distribution

Assign Chart of Account Values to the Transaction

- PCard Holders must update the accounting distribution for all transactions.
- ISSP users must update the accounting distribution for transactions where the card number ends in 'V'. For all other ISSP transactions the distribution is prefilled and may not need modification.
- Select a transaction line and click on the **Distribution** icon at the end of the transaction line.
- Be sure to scroll right / left to see all fields and icons.

Reconcile Statement

Procurement Card Transactions

☐ Run Budget Validation on Save

Bank Statement Customize | Find | View All | First 1-3 of 3 Last

Transaction Billing ...

Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency			
1 PAMELIA	BAVI9	*****6978	05/02/2016	TMS SUPPLIES	Staged	1,255.00	USD			
2 NORMA	BAVI9	*****3617	05/02/2016	LORTON LANDFILL	Staged	410.16	USD			
3 NORMA	BAVI9	*****3617	05/02/2016	LORTON LANDFILL	Staged	65.00	USD			

☒ Select All ☐ Clear All Stage Verify Validate Budget

Additional information can be found in the **Reconcile PCard Transactions** Job Aid located on the Cardinal website in your Toolbox.



Reconcile Statement - Account Distribution (continued)

Assign Chart of Account Values to the Transaction

- Enter the ChartField values. You may add / split accounting distribution lines, if necessary.
- One SpeedChart can be used per transaction. To use multiple SpeedCharts you must split the transaction.
- Check for errors and correct.
- Click **OK**.
- On the **Reconcile Statement - Procurement Card Transactions** page is the **Validate Budget** button. The Validate Budget process verifies that the ChartFields and combination edits are valid, and validates existing budget rows for the ChartField combinations. Validate Budget is run as a batch process hourly from 7:00AM to 4:00PM. You may also run the process manually by clicking **Validate Budget**.

Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

Reconcile Statement

Account Distribution

Line: 1 PO Qty: 1.0000 UOM: EA
Billing Date: 07/01/2011 Billing Amount: 307.31 USD Unit Price: 307.31000
SpeedChart: Transaction Unit Price: 307.31000 *Distribute By: Amount

Distributions Customize | Find | View All | First 1 of 1 Last

Dist	Percent	Amount	Currency	*GL Unit	*Account	Fund	Program	Department	Cost Center	Task	FIPS
1	100.0000	307.31	USD	50100	5013560						

OK Cancel Refresh



Reconcile Statement – Purchase Details

PCard Only:

Determine the eVA PO Type

At the bottom of the **Reconcile Statement – Procurement Card Transactions** page you must click on the **Purchase Details** hyperlink.

When you access the **Purchase Details** page the **eVA PO Type** is automatically updated to **OTC**. If you skip this accessing this page the **eVA PO Type** remains blank. To ensure the field is not left blank and to update the **eVA PO Type** from the updated value of **OTC** to a correct value for this purchase, you must access the **Purchase Details** page.

On this page you set the criteria used to determine which PCard transactions are sent to eVA. Select the proper value for the **eVA PO Type** field:

- Transactions requiring a confirming order are set to RO1 and Cardinal will transmit to eVA.
- Transactions that do not transmit to eVA include:
 - Transactions related to an existing Cardinal PO or eVA PO.
 - Transactions related to payment of an invoice.
 - OTC transactions.

The Agency Procurement and Surplus Property Manual (APSPM) documents the requirements for determining the **eVA PO Type** to use for PCard transactions such as R01, X02, or OTC. See the APSPM for additional details and requirements.

E01	Emrgcy Bill Vendor
EPO	Existing PO
EVP	eVA Purchase Order
GOP	Grant Opportunity
INV	PCard Payment of Invoice
ISP	Integrated Supply Serv Prog
OTC	Over The Counter eVA Exempt
P01	Proprietary Bill Vendor
R01	Routine Bill Vendor
S01	Sole Src Bill Vendor
VE1	Emrgcy VITA Bill Vendor
VP1	Proprietary VITA Bill Vendor
VR1	Routine VITA Bill Vendor
VS1	Sole Src VITA Bill Vendor
X02	Excluded Per APSPM



Reconcile Statement - Purchase Details

Reconcile Statement

Purchase Details

Line: 3

Merchant: UPS*000000287118343

City: 800-811-1648

State: TX

Country: USA

▼ Purchase Order

*Business Unit: 50100

PO ID:

PO Line:

PO Sched:

Vendor ID:

Address Sequence Nbr:

Ship To:

Item ID:

Category:

Vendor Item:

*Quantity: 1.0000

*UOM: EA

Unit Price: 1,375.96000 USD

☒ Tax Paid

☒ Bill Includes Tax if Applied

Original PO:

eVA PO Type: OTC Over The Counter eVA Exempt

eVA Order Method:

eVA Interfaced: NSEV

eVA Dttm:

Cancel In eVA?: ☐

[Sales/Use Tax](#)

[Category Search](#)

[View Hierarchy](#)

[PO Pick List](#)

OK

Cancel

Refresh



Reconcile Statement – Status Update

Set the Transaction Status to Verified

- Once the you have reconciled the transaction, set the transaction **Status** from **Staged** to **Verified**
- Click **Save**.
- Your supervisor can then set the transaction **Status** from **Verified** to **Approved**.

Reconcile Statement

Procurement Card Transactions

☐ Run Budget Validation on Save

Bank Statement Customize | Find | View All | First 1-9 of 30 Last

Transaction Billing History

	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	Status	Transaction Amount	Currency
1	<input type="checkbox"/> ALTIZER,JEFFREY	BAV9	*****7112	01/22/2016	THE RIGGING BOX INC.	Verified	327.28	USD
2	<input type="checkbox"/> SMITH,ERIC	BAV9	*****9120	01/21/2016	RGALLC	Verified	160.00	USD
3	<input type="checkbox"/> SETTLE,NORMA	BAV9	*****3617	01/27/2016	PWC SERVICE AUTHORITY	Verified	56.90	USD
4	<input type="checkbox"/> SETTLE,NORMA	BAV9	*****3617	01/27/2016	PWC SERVICE AUTHORITY	Verified	7.65	USD
5	<input type="checkbox"/> SETTLE,NORMA	BAV9	*****3617	01/26/2016	LORTON LANDFIL	Verified	548.93	USD
6	<input type="checkbox"/> SETTLE,NORMA	BAV9	*****3617	01/26/2016	LORTON LANDFIL	Verified	195.65	USD
7	<input type="checkbox"/> SETTLE,NORMA	BAV9	*****3617	01/22/2016	IN *PORTCO INC	Verified	874.40	USD
8	<input type="checkbox"/> DAKON,STEPHANIE	BAV9	*****5153	01/22/2016	HERTZ EQUIPMENT	Verified	4,025.00	USD
9	<input type="checkbox"/> DAKON,STEPHANIE	BAV9	*****5153	01/22/2016	HERTZ EQUIPMENT	Verified	4,025.00	USD

☒ Select All ☐ Clear All

[Search](#) [Purchase Details](#) [SplitLine](#) [Distribution Template](#)

Click the image to enlarge



Simulation: Maintaining PCard Transactions

You are now about to view a simulation entitled **Maintaining PCard Transactions**. Click the Cardinal logo below to start the simulation.





Reconcile Statement - Creating and Reviewing Disputes

To dispute a transaction go to the **Billing** tab of the **Reconcile Statement – Procurement Card Transactions** page.

You can navigate to this page using the following path:

Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

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Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

Reconcile Statement

Procurement Card Transactions

Empl ID: 0000000002 Name: Gunter, Joanne

☐ Display Unmasked Card Number
☐ Run Budget Validation on Save

Bank Statement Customize | Find | View 9 | First 1-6 of 6 Last

Transaction **Billing** [Help](#)

Reference	Description	Billing Date	Billing Amount	Currency	Prepaid Ref	Dispute Amount	Credit Collected
1	<input type="text"/>	05/15/2010	339.62	USD		<input type="text" value="1.00"/>	<input type="checkbox"/>
2	<input type="text"/>	05/15/2010	10.00	USD		<input type="text" value="0.00"/>	<input type="checkbox"/>
3	<input type="text"/>	03/16/2010	583.16	USD		<input type="text" value="0.00"/>	<input type="checkbox"/>
4	<input type="text"/>	03/16/2010	61.18	USD		<input type="text" value="0.00"/>	<input type="checkbox"/>
5	<input type="text"/>	03/16/2010	37.89	USD		<input type="text" value="0.00"/>	<input type="checkbox"/>
6	<input type="text"/>	05/15/2010	1,464.78	USD		<input type="text" value="0.00"/>	<input type="checkbox"/>

☒ [Select All](#) ☐ [Clear All](#) [Stage](#) [Verify](#) [Approve](#) [Validate Budget](#)

[Search](#) [Purchase Details](#) [Split Line](#) [Distribution Template](#)



Reconcile Statement - Creating and Reviewing Disputes (continued)

If there is a dispute you must contact the PCard or ISSP Vendor.

In most cases where transactions are disputed, the vouchers are still paid in full. The merchant, or the Vendor, will credit the transaction later.

Steps to create a dispute:

- Locate the transaction.
- On the **Reconcile Statement – Procurement Card Transactions** page click the **Comments** icon and enter a detailed explanation about the dispute.
- Click on the **Billing** tab and enter the disputed amount in the **Dispute Amount** field.
- Click on the **Transaction** tab and set the transaction **Status** to **Verified**.
- Click **Save**.

ORACLE

Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

Reconcile Statement

Procurement Card Transactions

Empl ID: 0000000002 Name: Gunter, Joanne

☐ Display Unmasked Card Number
☐ Run Budget Validation on Save

Bank Statement Customize | Find | View 9 | First 1-6 of 6 Last

Transaction **Billing** **Comments**

Reference	Description	Billing Date	Billing Amount	Currency	Prepaid Ref	Dispute Amount	Credit Collected
1		05/15/2010	339.62	USD		1.00	<input type="checkbox"/>
2		05/15/2010	10.00	USD		0.00	<input type="checkbox"/>
3		03/16/2010	583.16	USD		0.00	<input type="checkbox"/>
4		03/16/2010	61.18	USD		0.00	<input type="checkbox"/>
5		03/16/2010	37.89	USD		0.00	<input type="checkbox"/>
6		05/15/2010	1,464.78	USD		0.00	<input type="checkbox"/>

☒ Select All ☐ Clear All

Stage Verify Approve Validate Budget

[Search](#) [Purchase Details](#) [Split Line](#) Distribution Template



Reconcile Statement - Creating and Reviewing Disputes (continued)

Reviewing Disputed Transactions

On the **Review Disputes** page, you can review the dispute explanation by clicking on the **Comments** icon which is available on all the tabs. Once the dispute is resolved and the credit is collected, the transaction is set to **Collected** on the **Review Disputes** page, **Transaction** tab.

You can navigate to this page using the following path:


Main Menu > Purchasing > Procurement Cards > Reconcile > Review Disputes



Review Disputes

Procurement Card Transactions

☐ Display Unmasked Card Number

Transactions with Dispute

Transaction	Billing	Cardholder	Dispute Amount	Card Number	Description	Trans Date	Transaction Amount	Currency	Merchant
<input type="checkbox"/> 			39.00	*****4476	Film badge, radiation, radioa	09/26/2013	110.00	USD	COLONIAL SCIENTIFIC INC

 Save  Notify



Submitting PCard Transactions for Approval

Pagelets

- The left-hand menu on your **Home** page is called the menu pagelet. This menu is displayed on the **Home** page.
- Users may set up a menu pagelet on their **Home** page for easy access to relevant procurement pages. Simply select the **Personalize Content** link on the **Home** page and select the desired pagelet. In the example below, the pagelet on the Approver's **Home** page will display the verified charges awaiting approval once a transaction has been set to **Verified**.

Personalize Content

Welcome Message:

Choose Pagelets: Simply check the items that you want to appear on your homepage. Remember to click "Save" when done.

Arrange Pagelets: Go to [Personalize Layout](#)

People Soft Applications

- ☒ [myCardinal Messages](#)
- ☒ [myCardinal Financials](#)
- ☒ [PCard Verified Charges by User](#)
- ☒ [Menu - Classic](#)

[Return to Home](#)

Personalize [Content](#) | [Layout](#)

Top Menu Features Description			
Menu			
Menu - Classic			
PCard Verified Charges by User			
Name	Trans Date	Merchant	Sum Amount
Gunter,Joanne	2008-10-13	STAPLES #1085	583.16
Gunter,Joanne	2008-10-13	STAPLES #1214	61.18
Gunter,Joanne	2008-10-13	WM SUPERCENTER	37.89
Gunter,Joanne	2010-05-13	XEROX CORP. XCS/RBO	1464.78
Hall,Mike	2010-05-13	RICOH CORPORATION	495.36



Submitting Transactions for Approval

Pagelet for Approval

- Supervisors are notified in the pagelet of PCard and ISSP transactions that have been set to **Verified** and require their approval.
- Supervisors should approve transactions daily.
- The transaction links will open the **Reconcile Statement** page where the Supervisor may review, update, and/or approve the transactions.

Personalize Content Layout			
Top Menu Features Description			
Menu			
Menu - Classic			
PCard Verified Charges by User			
Name	Trans Date	Merchant	Sum Amount
Gunter,Joanne	2008-10-13	STAPLES #1085	583.16
Gunter,Joanne	2008-10-13	STAPLES #1214	61.18
Gunter,Joanne	2008-10-13	WM SUPERCENTER	37.89
Gunter,Joanne	2010-05-13	XEROX CORP. XCS/RBO	1464.78
Hall,Mike	2010-05-13	RICOH CORPORATION	495.36

Additional information can be found in the **PCard ISSP Approvals** job aid located on the Cardinal website in your Toolbox.



Monthly Reconciliation

PCard:

At the end of each PCard monthly billing cycle, the Accounts Payable PCard Processor verifies that all transactions for that statement billing date have been approved and have a valid budget status. If there are transactions that have not been approved, the Approver is notified.

You can navigate to this page using the following path:

Main Menu > Purchasing > Procurement Cards > Review Bank Statement

ISSP Card:

ISSP transactions are reconciled (verified and approved) and paid daily.

Empl ID	Card Number	Trans Date	Transaction Number	Billing Amount	Currency	Merchant	Status	Voucher ID
0000000059	*****0612	05/12/2010	24388940132230106910378	278.73	USD	ACE HARDWARE - VERONA	Staged	
1111111	*****8548	05/12/2010	24323030133122132010033	69.48	USD	WYTHEVILLE OFFICE SUPP	Staged	
1111111	*****8553	05/13/2010	24692160133000113796390	31.60	USD	SUB*WASHINGTON CO NEWS	Staged	
1111111	*****8553	05/13/2010	24692160133000113799378	10.00	USD	SUB*RICHLANDS NEWS	Staged	
1111112	*****3088	05/13/2010	24425130134506169010052	990.72	USD	RICOH CORPORATION	Staged	
1111111	*****4037	05/12/2010	24210730133207088500292	129.99	USD	ROCKING R HARDWARE 1	Staged	
1111111	*****2005	05/13/2010	24323030133122453010042	10.00	USD	THE OFFICE PLACE INC	Staged	
1111111	*****5612	05/13/2010	24246510134200899300294	59.30	USD	DAILS HOME CENTER	Staged	
1111111	*****7689	05/12/2010	24073140133900013977134	1,320.47	USD	MARSHALL MILLER & ASSOCIA	Staged	
1111112	*****3088	05/13/2010	24692160133000056080828	59.05	USD	COMCAST OF CHARLOTTE SV	Staged	
1111112	*****3088	05/13/2010	24425130134506169010045	495.36	USD	RICOH CORPORATION	Verified	
0000000002	*****1170	05/13/2010	24246510133015000065573	1,464.78	USD	XEROX CORP. XCSRBO	Verified	
1111111	*****2005	05/13/2010	24323030133122453010042	46.54	USD	THE OFFICE PLACE INC	Verified	
0000000002	*****9215	05/12/2010	24639230133900015100103	10.00	USD	FAYE'S OFFICE SUPPLY	Verified	
0000000002	*****9215	05/12/2010	24639230133900015100103	339.62	USD	FAYE'S OFFICE SUPPLY	Verified	

Click the image to enlarge



Reviewing Transactions

You can always review transactions that have not been closed (i.e. vouchered).

Navigate to this page using the following path:

Main Menu > Purchasing > Procurement Cards > Review Bank Statement

Available status options include **Initial**, **Staged**, **Verified**, **Approved**, **Not Closed**, and **Closed**. **Closed** transactions will show the voucher number.

Transaction Summary								
Empl ID	Card Number	Trans Date	Transaction Number	Billing Amount	Currency	Merchant	Status	Voucher ID
ISSP1		09/26/2013	110021592	129.46	USD	MANAGEMENT CONSULTING INC	Staged	
ISSP1		09/26/2013	110021594	435.61	USD	MANAGEMENT CONSULTING INC	Staged	
ISSP1		09/26/2013	110021597	202.17	USD	MANAGEMENT CONSULTING INC	Staged	
ISSP1		09/17/2013	150021493	122.52	USD	MANAGEMENT CONSULTING INC	Verified	

Click on image to enlarge.

For additional information on approvals, refer to the job aid titled **PCard ISSP Approvals**.



Lesson 2: Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question, select your answer and click **Submit** to see if you chose the correct response.



Supervisors will be notified of transactions that have been set to Verified and need approval in a pagelet on what page?

- ☐ Home page
- ☐ Review Disputes page
- ☐ Procurement Card Transactions page
- ☐ Search page

Users can set up pagelets on the **Home** page.

- ☐ True
- ☐ False

Cardholders can dispute a transaction on what page?

- ☐ Assign Proxies page
- ☐ Review Disputes page
- ☐ Disputes page
- ☐ Procurement Card Transactions page



Lesson 2: Summary

In this lesson, you learned:

- You can review, dispute and verify procurement card transactions from the **Procurement Card Transactions** page.
- You can view full details of a transaction by clicking on the **Line Details** icon.
- Once you verify a transaction, it routes to your supervisor for approval.
- Supervisors should check for verified transactions daily. Supervisors should set up a pagelet on their **Home** page to display transactions that have been set to **verified** and require approval.
- PCard transactions are paid monthly.
- ISSP card transactions are paid daily.



Lesson 3: PCard Reports and Queries

This lesson covers the following topics:

- Reports
- Queries



Reports

PCard and ISSP reports can be run at various intervals. There are many reports available. Additional information can be found in the **PCard Administration** job aid located on the Cardinal website in your Toolbox.

Key reports:

- Purchase Summary by Employee
- Expected Credits
- Purchase Detail by Employee
- Purchase Detail by Merchant
- SWAM



Purchase Summary by Employee Report

POY8052 Purchase Summary by Employee: Provides a summary of all procurement card purchases sorted by employee. For ISSP, this is the District the cards / locations are associated to.

You can navigate to this report using the following path:

Main Menu > Purchasing > Procurement Cards > Reports > Account Summary

ORACLE

Report ID: POY8052

User ID: SARTINI, TIM (TIM.SARTINI)

Run Control: Account_Summary

PeopleSoft Purchasing

PURCHASE SUMMARY BY EMPLOYEE

Page No. 2

Run Date 12/21/2010

Run Time 2:34:06PM

From: 1/1/1900

To: 1/1/2099

Billing Amount in: USD

Employee: Gunter,Joanne (0000000002)

Merchant: CREATIVE OFFICE ENVIROME

Card Issuer	Card Number	Transaction Number	Merchant Reference	Description	Trans Date	Post Date	Billing Amount
VISA, VISA	*****3503 (Visa)	24210730134206185500154			5/14/2010	5/14/2010	5,850.00
Total for CREATIVE OFFICE ENVIROME							5,850.00

Merchant: FAYE'S OFFICE SUPPLY

Card Issuer	Card Number	Transaction Number	Merchant Reference	Description	Trans Date	Post Date	Billing Amount
VISA, VISA	*****6215 (Visa)	24839230133900015100103			5/12/2010	5/14/2010	339.62
VISA, VISA	*****6215 (Visa)	24839230133900015100103			5/12/2010	5/14/2010	10.00
Total for FAYE'S OFFICE SUPPLY							349.62

Merchant: ROLLINS PAINTING

Card Issuer	Card Number	Transaction Number	Merchant Reference	Description	Trans Date	Post Date	Billing Amount
VISA, VISA	*****3503 (Visa)	24158130133133051429300			5/12/2010	5/14/2010	17,112.04
VISA, VISA	*****3503 (Visa)	24158130133133051429409			5/12/2010	5/14/2010	608.02
VISA, VISA	*****3503 (Visa)	24158130133133051429508			5/12/2010	5/14/2010	251.05
VISA, VISA	*****3503 (Visa)	24158130133133051429607			5/12/2010	5/14/2010	927.41
Total for ROLLINS PAINTING							18,898.52

Merchant: SKILLPATH SEMINARS MAIN

Card Issuer	Card Number	Transaction Number	Merchant Reference	Description	Trans Date	Post Date	Billing Amount
VISA, VISA	*****3503 (Visa)	24717050133151332798887	10025023		5/13/2010	5/14/2010	199.00
Total for SKILLPATH SEMINARS MAIN							199.00



Expected Credits Report

POY8020 Expected Credits: Provides a list of unresolved disputed PCard and ISSP transactions by Vendor.

- Statement lines listed on the **Expected Credits** report are those for prior periods where a dispute amount has been entered and the credit collected indicator has not been selected.

You can navigate to this report using the following path:

Main Menu > Purchasing > Procurement Cards > Reports > Expected Credits

ORACLE®		Report ID: POY8020 User ID: SARTINI, TIM (TIM.SARTINI) Run Control: Account_Summary	PeopleSoft Purchasing EXPECTED CREDITS	Page No. 1 Run Date 12/21/2010 Run Time 2:52:45PM
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From: 1/1/1900
To: 1/1/2099

Credit Amount in USD

Card Issuer: VISA, VISA

Merchant: FAYE'S OFFICE SUPPLY

Employee	Trans Date	Description	Credit Amount
Gunter,Joanne (0000000002)	5/12/2010		1.00
Total for VISA, VISA			1.00



Purchase Details By Employee Report

POY8032 Purchase Detail By Employee: This report provides PCard expenditures of a single Card Holder or all of the Card Holders.

You can navigate to this report using the following path:

Main Menu > Purchasing > Procurement Cards > Reports > Purchase Details

ORACLE

Report ID: POY8032

User ID: SARTINI, TIM (TIM.SARTINI)

Run Control: Purchase_Details

PeopleSoft Purchasing

PURCHASE DETAIL BY EMPLOYEE

Page No. 1

Run Date 12/21/2010

Run Time 2:58:07PM

From: 1/1/2000

To: 12/31/2015

Billing Amount in: USD

Employee: Gunter,Joanne (0000000002)

Merchant: CREATIVE OFFICE ENVIROME

Card Issuer: VISA, VISA

Credit Card: *****3503 (Visa) Expires: 12/31/2999

Transaction Number	Trans Date	Post Date	Merchant Reference	Description	Commodity	Billing Amount
24210730134206185500154	5/14/2010	5/14/2010				5,850.00
Total for CREATIVE OFFICE ENVIROME						5,850.00

Merchant: FAYE'S OFFICE SUPPLY

Card Issuer: VISA, VISA

Credit Card: *****3215 (Visa) Expires: 12/31/2999

Transaction Number	Trans Date	Post Date	Merchant Reference	Description	Commodity	Billing Amount
24639230133900015100103	5/12/2010	5/14/2010				10.00
24639230133900015100103	5/12/2010	5/14/2010				339.62
Total for FAYE'S OFFICE SUPPLY						349.62

Merchant: ROLLINS PAINTING

Card Issuer: VISA, VISA

Credit Card: *****3503 (Visa) Expires: 12/31/2999

Transaction Number	Trans Date	Post Date	Merchant Reference	Description	Commodity	Billing Amount
24158130133133051429300	5/12/2010	5/14/2010				17,112.04
24158130133133051429409	5/12/2010	5/14/2010				808.02
24158130133133051429508	5/12/2010	5/14/2010				251.05
24158130133133051429607	5/12/2010	5/14/2010				927.41
Total for ROLLINS PAINTING						18,898.52

Merchant: SKILLPATH SEMINARS MAIN

Card Issuer: VISA, VISA



Purchase Detail By Merchant Report

POY8031 Purchase Detail By Merchant: This report provides a summary of all PCard purchases sorted by PCard holder. For ISSP, this is the District the cards / locations are associated to.

You can navigate to this page using the following path:

Main Menu > Purchasing > Procurement Cards > Reports > Purchase Details

ORACLE

Report ID: POY8031

User ID: McAllister, Wanda (VDOT) (WANDA.MCALLISTER)

Run Control: Account_Summary

PeopleSoft Purchasing

PURCHASE DETAIL BY MERCHANT

Page No. 1

Run Date 6/17/2013

Run Time 2:55:48 PM

From: 5/1/2013

To: 5/7/2013

Billing Amount in: USD

Merchant: MANAGEMENT CONSULTING INC

Card Issuer: ISSP0, Integrated Svcs Supply Prog

Credit Card: *****100R (Visa) Expires: 12/31/2099

Employee: District,Bristol (ISSP1)

Transaction Number	Trans Date	Post Date	Merchant Reference	Description	Commodity	Billing Amount
100022043	5/1/2013	5/1/2013				2.99
100022045	5/2/2013	5/2/2013				6.82
100022046	5/2/2013	5/2/2013				207.78
100022047	5/2/2013	5/2/2013				1,804.00
100022053	5/3/2013	5/3/2013				703.19
100022055	5/6/2013	5/6/2013				31.21
100022056	5/6/2013	5/6/2013				58.03
100022057	5/6/2013	5/6/2013				1.14
100022058	5/6/2013	5/6/2013				43.88
100022060	5/6/2013	5/6/2013				-64.35
100022061	5/6/2013	5/6/2013				108.84
100022062	5/6/2013	5/6/2013				69.80
100022063	5/6/2013	5/6/2013				6.51
100022064	5/6/2013	5/6/2013				6.93
100022069	5/7/2013	5/7/2013				22.52
100022070	5/7/2013	5/7/2013				97.50
100022072	5/7/2013	5/7/2013				34.02

Credit Card: *****100V (Visa) Expires: 12/31/2099

Employee: District,Bristol (ISSP1)

Transaction Number	Trans Date	Post Date	Merchant Reference	Description	Commodity	Billing Amount
100022041	5/1/2013	5/1/2013				198.96
100022042	5/1/2013	5/1/2013				79.18
100022044	5/2/2013	5/2/2013				19.50
100022048	5/3/2013	5/3/2013				131.20
100022049	5/3/2013	5/3/2013				21.12
100022050	5/3/2013	5/3/2013				84.00
100022051	5/3/2013	5/3/2013				68.44
100022052	5/3/2013	5/3/2013				6.80



SWAM Report

VRPR033 SWAM Report provides data on purchases from Small, Women, and Minority owned businesses. Using selected criteria, the SWAM Report displays agency spend by type of vendor (SWAM or non-SWAM) to include voucher and PCard transactions. The report displays a summary or detail of the transactions and will calculate values by sum and percentage for each SWAM Type and agency location.

You can navigate to this page using the following path:

Main Menu > myCardinal Financials > Financials Report Execution > PR Reports > SWAM Report

The screenshot shows the SWAM Report web application interface. At the top, there is a navigation bar with the CARDINAL logo and links for Home, Worklist, Add to Favorites, and Sign out. Below this is a breadcrumb trail: Favorites | Main Menu > myCardinal Financials > Financials Report Execution > PR Reports > SWAM Report. The main content area has a tab labeled "SWAM Report". Below the tab, there is a "Run Control ID:" field with the value "SWAM_REPORT". To the right of this field are links for "Report Manager" and "Process Monitor", and a "Run" button. Below these links is the text "Process Instance:3637486". The "Report Request Parameters" section contains several fields: "*Date or Period" with a dropdown set to "Date", "From Date" with the value "04/16/2016", and "To Date" with the value "05/16/2016". A note below these fields states: "NOTE: Included PCard transactions are taken from Transaction Dates". Below the note is a "Summary or Detail" section with a "*Report Option" dropdown set to "Detail". The "Non Petty Cash Business Unit" section has a "Find" button, "First" and "Last" navigation buttons, and a "1 of 1" indicator. Below this is a "*Business Unit:" field with the value "50100" and search, plus, and minus buttons. The "Exclude Card Issuer Transactions" section has a "Find" button, "First" and "Last" navigation buttons, and a "1 of 1" indicator. Below this is a field with the value "ISSP0" and search, plus, and minus buttons, followed by the text "Integrated Svcs Supply Prog". The "Exclude Card Issuer Vouchers" section has a "Find" button, "First" and "Last" navigation buttons, and a "1 of 1" indicator. Below this is a field with the value "ISSP0" and search, plus, and minus buttons, followed by the text "Integrated Svcs Supply Prog". At the bottom of the form are several buttons: "Save", "Return to Search", "Previous in List", "Next in List", "Notify", "Add", and "Update/Display".



SWAM Report (continued)

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Commonwealth of Virginia												
2	SWAM REPORT												
3	Run Date: 05/16/2016												
4	Report ID: Run Time: 12:55 00												
5	Page No. 1 of 264												
6	From Date: 16-Apr-16		Exclude Card Issuer Vouchers: ISSPO										
7	To Date: 16-May-16		Exclude Card Issuer Transaction: ISSPO										
8	NOTE: Included PCard transactions are taken from Transaction Dates												
9	SWAM Summary by District												
10	District	Total SWAM Qual	Total SWAM Spend	SWAM Percentage									
11	0	\$13,958,190.15	\$3,860,178.79	27.65%									
12	1	\$10,446,404.66	\$4,647,728.75	44.49%									
13	2	\$8,213,358.82	\$3,690,837.46	44.93%									
14	3	\$5,545,667.79	\$4,210,692.25	75.92%									
15	4	\$18,320,837.76	\$7,581,474.58	41.38%									
16	5	\$22,726,511.96	\$6,709,205.82	29.52%									
17	6	\$4,234,271.69	\$2,252,706.92	53.20%									
18	7	\$16,214,503.46	\$4,753,877.25	29.31%									
19	8	\$9,753,380.17	\$3,776,791.44	38.72%									
20	9	\$34,224,706.54	\$7,209,850.78	21.06%									
21	TOTALS	\$143,637,833.00	\$48,693,344.04	33.90%									
22	SWAM Summary by District & SWAM Type												
23	District	SWAM Type	Total SWAM Qualifying Spend	Total SWAM Spend	SWAM Percentage								
24	0	M	\$13,958,190.15	\$38,557.90	0.28%								
25	0	S	\$13,958,190.15	\$3,389,196.70	24.28%								
26	0	S,M	\$13,958,190.15	\$123,565.94	0.89%								
27	0	S,W	\$13,958,190.15	\$308,858.25	2.21%								
28	1	S	\$10,446,404.66	\$4,269,315.95	40.86%								
29	1	S,M	\$10,446,404.66	\$47,342.24	0.45%								
30	1	S,W	\$10,446,404.66	\$331,070.56	3.17%								
59	SWAM Detail												
60	District	Org Code	Org Name	Account	Account Description	Transactio	Vendor	SWAM Ty	Amount				
442	1	11000	Bristol District Office	5012680	Skilled Services	2.41E+22		Non-SWA	741				
443	1	11001	Bristol Administration	5012640	Food & Dietary Serv	2.41E+22		Non-SWA	3450				
444	1	11001	Bristol Administration	5013120	Office Supplies	2.43E+22	WYTHEVIL S		245.94				
445	1	11001	Bristol Administration	5013120	Office Supplies	2.43E+22	WYTHEVIL S		75.98				
446	1	11001	Bristol Administration	5013120	Office Supplies	2.43E+22	WYTHEVIL S		393.41				
447	1	11001	Bristol Administration	5013120	Office Supplies	2.43E+22	WYTHEVIL S		42.99				
448	1	11001	Bristol Administration	5013120	Office Supplies	2.43E+22	WYTHEVIL S		163.91				
449	1	11001	Bristol Administration	5012110	Express Services	2.47E+22		Non-SWA	12.65				
450	1	11001	Bristol Administration	5012110	Express Services	2.47E+22		Non-SWA	66.41				
451	1	11001	Bristol Administration	5012110	Express Services	2.47E+22		Non-SWA	76.26				
452	1	11001	Bristol Administration	5012110	Express Services	2.47E+22		Non-SWA	56.99				
453	1	11007	Bristol Fac Maint & Const	5012520	Electrical Repair & Maint	2.42E+22	Smith Elec S		967.02				
454	1	11007	Bristol Fac Maint & Const	5012520	Electrical Repair & Maint	2.42E+22	Smith Elec S		350.65				
455	1	11007	Bristol Fac Maint & Const	5012520	Electrical Repair & Maint	2.42E+22	Smith Elec S		733.73				
456	1	11007	Bristol Fac Maint & Const	5012520	Electrical Repair & Maint	2.42E+22	Smith Elec S		1013.26				
457	1	11007	Bristol Fac Maint & Const	5012520	Electrical Repair & Maint	2.42E+22	Smith Elec S		1134.25				
458	1	11007	Bristol Fac Maint & Const	5013520	Custodial Repair & Maint	2.43E+22		Non-SWA	52				
459	1	11007	Bristol Fac Maint & Const	5022820	Fixtures	2.45E+22	Crystal Ice S,W		2995				
460	1	11007	Bristol Fac Maint & Const	5022820	Fixtures	2.45E+22	Crystal Ice S,W		517.5				
461	1	11007	Bristol Fac Maint & Const	5012570	Plant Repair & Maint	2.47E+22		Non-SWA	4125.56				



Queries

PCard and ISSP queries can be run at various intervals. There are several queries available. Additional PCard and ISSP information can be found in the job aids titled **PCard ISSP Set-Up**, **Pcard Administration**, **PCard Merchant to Preferred Supplier** and **PCard ISSP Approvals**.

Key queries:

- PCARD Transactions by Transaction Date: **V_PR_PCARD_TRANS_BY_TRANS_DATE**
- PCARD/ISSP Unreconciled Transaction: **V_PR_UNRECONCILED_TRNSCTIONS**
- Voucher Distributions Contract / PO: **V_PR_CNTRCT_PO_PCARD_VCHR**
- PCard Monthly Statement: **V_PR_PCARD_TRANS_MONTHLY_STMNT**
- PCard Transaction by PO: **V_PR_PCARD_TRANS_BY_PO**




PCard Transactions by Transaction Date Query

V_PR_PCARD_TRANS_BY_TRANS_DT query allows users to find transactions between certain start and end dates for one or all districts, Card Holders, billing dates, and statuses.

- The prompts will only allow you to select one value.
- By using the wildcard (%) you will select all values.

You can navigate to this report using the following path:

Main Menu > Reporting Tools > Query > Query Viewer



Home | Worklist | Add to Favorites | Si

Favorites | Main Menu > myCardinal Financials > Financials Report Execution > PR Reports > PCard Trans by Trans DT

V_PR_PCARD_TRANS_BY_TRANS_DT - PCARD Transactions by Trans Dt

Transaction Begin Date: 01/15/2013

Transaction End Date: 02/16/2013

District Account (% for all): %

Cardholder Name (% for all): %

Billing Date (MM/DD/YYYY): 03/15/2013

Status (% for all): %

Voucher ID (% for all): %

View Results

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (828 kb)

[View All](#)

	Business Unit	District Account	Card Issuer	Last 4 Digits of Card Number	Cardholder Name	Statement Status	Transaction Number	Sequence Number	Transaction Date	Transaction Line Number	Distribution Li	Posted Date	Billing Date	Amount	Merc
1	50100	BoAVCOFF	BAVIO	*****4806	ADKINS,LORA	Closed	24387753048004035604050	36	02/16/2013	0	1	02/18/2013	03/15/2013	223.000	#SEARS ROE
2	50100	BoAVCOFF	BAVIO	*****7878	ALLEN,YVONNE	Closed	24761973046273324010210	50	02/14/2013	0	1	02/18/2013	03/15/2013	332.500	FPWEB.NET L
3	50100	BoAVCOFF	BAVIO	*****1170	ANDERSON,ROBYN	Closed	24210733046200663600058	42	02/15/2013	0	1	02/18/2013	03/15/2013	248.000	B W WILSON COMPANY
4	50100	BoAVCOFF	BAVIO	*****6667	BLANKENSHIP,TERESA	Closed	24323003046122248010086	52	02/14/2013	0	1	02/18/2013	03/15/2013	158.980	THE OFFICE F



PCard / ISSP Unreconciled Transactions Query

V_PR_UNRECONCILED_TRNSCTNS query allows users to find transactions that have not been Verified / Approved.

You can navigate to this report using the following path:

Main Menu > Reporting Tools > Query > Query Viewer

V_PR_UNRECONCILED_TRNSCTNS - PCARD/ISSP Un Reconciled Trans

Card Issuer:

Name (% For All):

District (% For All):

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (440 kb)

[View All](#)

	Unit	Short Desc	Name	Issuer	Card Number	Transaction Number	Sequence Number	Transaction Date	Line Number	Merchant	Reference Number	Vendor Item ID	Description	Unit of Measure	Quantity	Unit Price	Transaction Amount	C	At
1	50100	ISSPDist0	District,Bristol	ISSP0	*****150R	150021688	65	10/15/2013	0	MANAGEMENT CONSULTING INC				EA	1.0000	16.38000	16.380		
2	50100	ISSPDist0	District,Bristol	ISSP0	*****150R	150021690	67	10/15/2013	0	MANAGEMENT CONSULTING INC				EA	1.0000	25.04000	25.040		
3	50100	ISSPDist0	District,Bristol	ISSP0	*****150R	150021691	68	10/15/2013	0	MANAGEMENT CONSULTING INC				EA	1.0000	57.53000	57.530		



You can navigate to this report using the following path:

V_PR_CNTRCT_PO_PCARD_VCHR - Voucher Distribs Contract/PO

Business Unit (% for all):

Department (% for all):

Contract ID (% for all):

PO ID (% for all):

Accounting Date From:

Accounting Date To:

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All

	Business Unit	Contract ID	Cntrct Version #	Cntrct Line #	PO #	PO Line #	Item ID	Item Description	Vchr Entered Date	Vchr Source	Voucher ID	Vchr Line #	Voucher Distrib Line	Voucher Distrib Quantity
1	50100	000000000000000000000000042855	1	1	0001100729	1		CEI SERVICES- SALEM	05/03/2016	On Line	00599620	1	1	0.0000

51



PCard Monthly Statement Query

V_PR_PCARD_TRANS_MONTHLY_STMNT query shows transactions for one or more PCard Holders by transaction status, transaction date, billing date, amount, merchant and account distribution.

You can navigate to this report using the following path:

Main Menu > Reporting Tools > Query > Query Viewer

V_PR_PCARD_TRANS_MONTHLY_STMNT - PCARD Monthly Statement

Billing Date From:04/16/2016

Billing Date To:05/15/2016

Cardholder Name (% for all):WILLIAM

Status (% for all):%

Card Issuer (% for all):BAV18

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (592 kb)

View All

	Cardholder Name	Statement Status	Transaction Date	Billing Date	Amount	Merchant	Account	Department	Task	Fund	Program	Cost Center	Agency Use 1	Project	Activity	Asset	FIPS
101	WILLIAM	Verified	05/10/2016	05/15/2016	149.990	ACE HDWE - VERONA	5013540	18039	70006	04100	604002	11150000	ST99916011				015
102	WILLIAM	Verified	05/10/2016	05/15/2016	198.000	ACE HDWE - VERONA	5013540	10188	05738	04100	60400403	11165000					
103	WILLIAM	Approved	04/14/2016	05/15/2016	42.210	FASTENAL COMPANY01	5013560	18030	73320	04100	604002	11153200					015
104	WILLIAM	Approved	05/09/2016	05/15/2016	255.900	FASTENAL COMPANY01	5013560	18030	73500	04100	604002	11153100					015
105	WILLIAM	Approved	05/09/2016	05/15/2016	607.360	ROCKINGHAM COOP ROCKING	5013560	18030	73500	04100	604002	11153100					015
106	WILLIAM	Approved	05/10/2016	05/15/2016	-151.200	FASTENAL COMPANY01	5013560	18030	73500	04100	604002	11153100					015
107	WILLIAM	Approved	04/14/2016	05/15/2016	14.990	S & K OFFICE PRODUCTS INC	5022320	18045	70006	04100	604002	11150000					069
108	WILLIAM	Approved	04/18/2016	05/15/2016	38.340	UPS	5012110	18002		04100	604005	11190010					069
109	WILLIAM	Approved	04/19/2016	05/15/2016	3326.400	SSC - CARROLL COUN	5013560	18063	74779	04100	604003	11163550				17286	171
110	WILLIAM	Approved	04/25/2016	05/15/2016	31.110	UPS	5012110	18002		04100	604005	11190010					069
111	WILLIAM	Approved	04/29/2016	05/15/2016	753.990	CROWN TROPHY	5014130	18000		04720	998000		SCFURNITUR	0000105074	040		069
112	WILLIAM	Approved	05/01/2016	05/15/2016	43.250	SHENANDOAH VALLEY WATER	5012640	18048	70006	04100	604002	11150000					171
113	WILLIAM	Approved	05/02/2016	05/15/2016	40.280	UPS	5012110	18002		04100	604005	11190010					069



PCard Transaction by PO Query

The **V_PR_PCARD_TRANS_BY_PO** query shows PCard transactions that are related to a Purchase Order (PO). You can run the query for a specific **PO ID** or use the wildcard, i.e., %, resulting in results containing all the POs.

You can navigate to this report using the following path:

Main Menu > Reporting Tools > Query > Query Viewer

V_PR_PCARD_TRANS_BY_PO - PCard Transaction by PO												
Business Unit:		50100										
PO ID (% for all):		0000499929										
		View Results										
Download results in :		Excel Spreadsheet CSV Text File XML File (6 kb)										
View All		First 1-16 of 16 Last										
	PO ID	PO Line	PO Schedule	PO Quantity	PCard Quantity	PO Unit Price	PCard Unit Price	PCard Transaction Amount	Transaction Number	Transaction Date	PCard User Name	PCard Transaction Status
1	0000499929	1	1	19.0000	19.0000	126.12000	6.63789	126.120	24301731363980012647558	12/29/2011	BERRY,CATHY	4
2	0000499929	1	1	19.0000	19.0000	126.12000	3.31895	63.060	24301732023980012647525	01/23/2012	BERRY,CATHY	4
3	0000499929	1	1	19.0000	19.0000	126.12000	3.31895	63.060	24301732023980012647525	01/23/2012	BERRY,CATHY	4
4	0000499929	1	1	19.0000	19.0000	126.12000	6.63789	126.120	24301732073980012647573	03/13/2012	BERRY,CATHY	4
5	0000499929	1	1	19.0000	1.0000	126.12000	126.12000	126.120	24301732082980012647564	03/22/2012	FOX,MINDY	4
6	0000499929	1	1	19.0000	1.0000	126.12000	126.12000	126.120	24301732115980012647540	04/24/2012	FOX,MINDY	4
7	0000499929	1	1	19.0000	1.0000	126.12000	126.12000	126.120	24301732144980012647594	05/23/2012	FOX,MINDY	4
8	0000499929	1	1	19.0000	1.0000	126.12000	126.12000	126.120	24301732200980012647595	07/18/2012	BELL,DEBORAH	4
9	0000499929	1	1	19.0000	1.0000	126.12000	126.12000	126.120	24301732207980012647564	07/25/2012	GLASSCO,CAROLYN	4
10	0000499929	1	1	19.0000	1.0000	126.12000	126.12000	126.120	24301732235980012647560	08/22/2012	BELL,DEBORAH	4
11	0000499929	1	1	19.0000	1.0000	126.12000	126.12000	126.120	24301732241980012647505	08/28/2012	BELL,DEBORAH	4
12	0000499929	1	1	19.0000	1.0000	126.12000	50.43000	50.430	24301732271980012647508	09/27/2012	BELL,DEBORAH	4
13	0000499929	2	1	19.0000	1.0000	126.12000	126.12000	126.120	24301732090980012647531	03/30/2012	FOX,MINDY	4
14	0000499929	2	1	19.0000	1.0000	126.12000	126.12000	126.120	24301732123980012647524	05/02/2012	FOX,MINDY	4
15	0000499929	2	1	19.0000	1.0000	126.12000	126.12000	126.120	24301732209980012647521	07/27/2012	GLASSCO,CAROLYN	4
16	0000499929	2	1	19.0000	1.0000	126.12000	126.12000	126.120	24301732271980012647557	09/27/2012	BELL,DEBORAH	4



Lesson 3: Summary

In this lesson, you learned:

- Frequently used PCard and ISSP reports include Purchase Summary by Employee, Expected Credits, Purchase Detail by Employee or Merchant, and the SWAM report.
- Key queries include PCard Transactions by Transaction Date, PCARD / ISSP Unreconciled Transaction, Voucher Distributions Contract / PO, PCard Monthly Statement, and the PCard Transaction by PO query.
- Many other reports and queries are available.



Course Summary

In this course, you learned how to:

- Process Procurement Cards (PCard) transactions.
- Process Integrated Supply Services Program (ISSP) transactions.
- Review and reconcile PCard and ISSP transactions.
- Use PCards and ISSP reports and queries.



Course Evaluation

Congratulations! You successfully completed the **501 PR349: Managing PCard and ISSP Transactions** course. Please use the evaluation link to assess this course.

[Click here to access the survey](#)

Once you have completed and submitted the survey, close the survey window. To close the web based training course, click the 'X' button in the upper right corner.





Appendix

- Key Terms
- Diagrams and Screenshots
- Flowchart Key



Key Terms

ISSP Vendor: The vendor that issues the stock item to the agency and receives subsequent payment for the item.

Over The Counter (OTC) – Purchases made at a shop window in person are considered to be an over the counter purchase.

PCard Feature: Functionality within the Purchasing module that is used to capture and manage credit card activity and records.

PCard Issuer: The credit card type that is printed on the PCard: i.e. MasterCard, VISA, Discover, etc.

PCard Merchant: The seller of the product(s) who accepts the PCard as a form of payment.


PCard Vendor: The bank that issues the credit card to the agency and receives payment.

Purchase Order: A commitment from an agency to a vendor for the purchase of goods or services.

Reconciliation: The process to accept, approve, or dispute PCard charges, define related details, and distribute the charges to the appropriate accounts.



Procurement Card Transactions Page

 **CARDINAL**

Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

Reconcile Statement

Procurement Card Transactions

☐ Display Unmasked Card Number
☐ Run Budget Validation on Save

Bank Statement Customize | Find | View All | First 1-9 of 32 Last

Transaction | Billing | **PDF**

	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency				Budget Status
1	*****6659	05/14/2013	MARTIN'S 6499	Staged	269.34	USD				Valid
2	*****8908	05/14/2013	DAILY PRESS MEDIA GROUP	Staged	192.00	USD				Valid
3	*****8908	05/13/2013	BRISTOL BROADCASTING	Staged	9,600.75	USD				Valid
4	*****8908	05/13/2013	THE TRANSPORTATION RESEAR	Staged	160.00	USD				Valid
5	*****8908	05/13/2013	BIZPORT, LTD	Staged	3,972.41	USD				Valid
6	*****8908	05/13/2013	DALY COMPUTERS INC.	Staged	304.50	USD				Valid
7	*****4199	05/10/2013	SHRM*MEMBER600098373	Staged	180.00	USD				Valid
8	*****8908	05/10/2013	HACKWORTH REPROGRAPHIC	Staged	312.13	USD				Valid
9	*****6891	05/09/2013	ED'S AWARDS & ENGRAVIN	Staged	35.00	USD				Valid

☒ Select All ☐ Clear All

Stage Verify Approve Validate Budget

Search

Purchase Details

Split Line

Distribution Template

Click on image to return



Procurement Card Transactions Page

Reconcile Statement

Procurement Card Transactions

☐ Run Budget Validation on Save

Bank Statement

Customize | Find | View 100 | First 1-9 of 126 Last

Transaction		Billing		Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency			
1	Roads	ISSP0			*****555V	01/29/2016	MANAGEMENT CONSULTING INC	Staged	307.31	USD			
2	Roads	ISSP0			*****555V	01/29/2016	MANAGEMENT CONSULTING INC	Staged	58.74	USD			
3	Roads	ISSP0			*****540R	01/29/2016	MANAGEMENT CONSULTING INC	Staged	260.30	USD			

Click on image to return



Review Bank Statement Page

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Purchasing > Procurement Cards > Review Bank Statement

New Window | Help | Customize Page | http

Review Bank Statement

Card Issuer: VISA
Total Amount: 44,102.70
☐ Display Unmasked Card Number

Billing Date: 05/15/2010
Currency: USD

Transaction Summary

Customize | Find | View All | First 1-20 of 53 Last

Empl ID	Card Number	Trans Date	Transaction Number	Billing Amount	Currency	Merchant	Status	Voucher ID
00000000059	*****0612	05/12/2010	24388940132230106910378	278.73	USD	ACE HARDWARE - VERONA	Staged	
1111111	*****8548	05/12/2010	24323030133122132010033	69.48	USD	WYTHEVILLE OFFICE SUPP	Staged	
1111111	*****8553	05/13/2010	24692160133000113796390	31.60	USD	SUB*WASHINGTON CO NEWS	Staged	
1111111	*****8553	05/13/2010	24692160133000113799378	10.00	USD	SUB*RICHLANDS NEWS	Staged	
1111112	*****3088	05/13/2010	24425130134506169010052	990.72	USD	RICOH CORPORATION	Staged	
1111111	*****4037	05/12/2010	24210730133207088500292	129.99	USD	ROCKING R HARDWARE 1	Staged	
1111111	*****2005	05/13/2010	24323030133122453010042	10.00	USD	THE OFFICE PLACE INC	Staged	
1111111	*****5612	05/13/2010	24246510134200899300294	59.30	USD	DAILS HOME CENTER	Staged	
1111111	*****7689	05/12/2010	24073140133900013977134	1,320.47	USD	MARSHALL MILLER & ASSOCIA	Staged	
1111112	*****3088	05/13/2010	24692160133000056080828	59.05	USD	COMCAST OF CHARLOTTESV	Staged	
1111112	*****3088	05/13/2010	24425130134506169010045	495.36	USD	RICOH CORPORATION	Verified	
00000000002	*****1170	05/13/2010	24246510133015000065573	1,464.78	USD	XEROX CORP. XCS/RBO	Verified	
1111111	*****2005	05/13/2010	24323030133122453010042	46.54	USD	THE OFFICE PLACE INC	Verified	
00000000002	*****9215	05/12/2010	24639230133900015100103	10.00	USD	FAYE'S OFFICE SUPPLY	Verified	
00000000002	*****9215	05/12/2010	24639230133900015100103	339.62	USD	FAYE'S OFFICE SUPPLY	Verified	

Click on image to return



Reconcile Statement – Status Update

Reconcile Statement

Procurement Card Transactions

☐ Run Budget Validation on Save

Bank Statement Customize | Find | View All | First 1-9 of 30 Last

Transaction **Billing**

	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	Status	Transaction Amount	Curren
1	<input type="checkbox"/> ALTIZER,JEFFREY	BAV19	*****7112	01/22/2016	THE RIGGING BOX INC.	Verified	327.28 USD	
2	<input type="checkbox"/> SMITH,ERIC	BAV19	*****9120	01/21/2016	RGALLC	Verified	160.00 USD	
3	<input type="checkbox"/> SETTLE,NORMA	BAV19	*****3617	01/27/2016	PWC SERVICE AUTHORITY	Verified	56.90 USD	
4	<input type="checkbox"/> SETTLE,NORMA	BAV19	*****3617	01/27/2016	PWC SERVICE AUTHORITY	Verified	7.65 USD	
5	<input type="checkbox"/> SETTLE,NORMA	BAV19	*****3617	01/26/2016	LORTON LANDFILL	Verified	548.93 USD	
6	<input type="checkbox"/> SETTLE,NORMA	BAV19	*****3617	01/26/2016	LORTON LANDFILL	Verified	195.65 USD	
7	<input type="checkbox"/> SETTLE,NORMA	BAV19	*****3617	01/22/2016	IN *PORTCO INC	Verified	874.40 USD	
8	<input type="checkbox"/> DAKON,STEPHANIE	BAV19	*****5153	01/22/2016	HERTZ EQUIPMENT	Verified	4,025.00 USD	
9	<input type="checkbox"/> DAKON,STEPHANIE	BAV19	*****5153	01/22/2016	HERTZ EQUIPMENT	Verified	4,025.00 USD	

☒ Select All ☐ Clear All

[Search](#) [Purchase Details](#) [Split Line](#) [Distribution Template](#)

Save Notify Refresh

Click on image to return



Reviewing Transactions

Favorites Main Menu > Purchasing > Procurement Cards > Review Bank Statement New Window

Review Bank Statement

Card Issuer: ISSP0 Billing Date: 07/01/2011
Total Amount: 849,585.98 Currency: USD

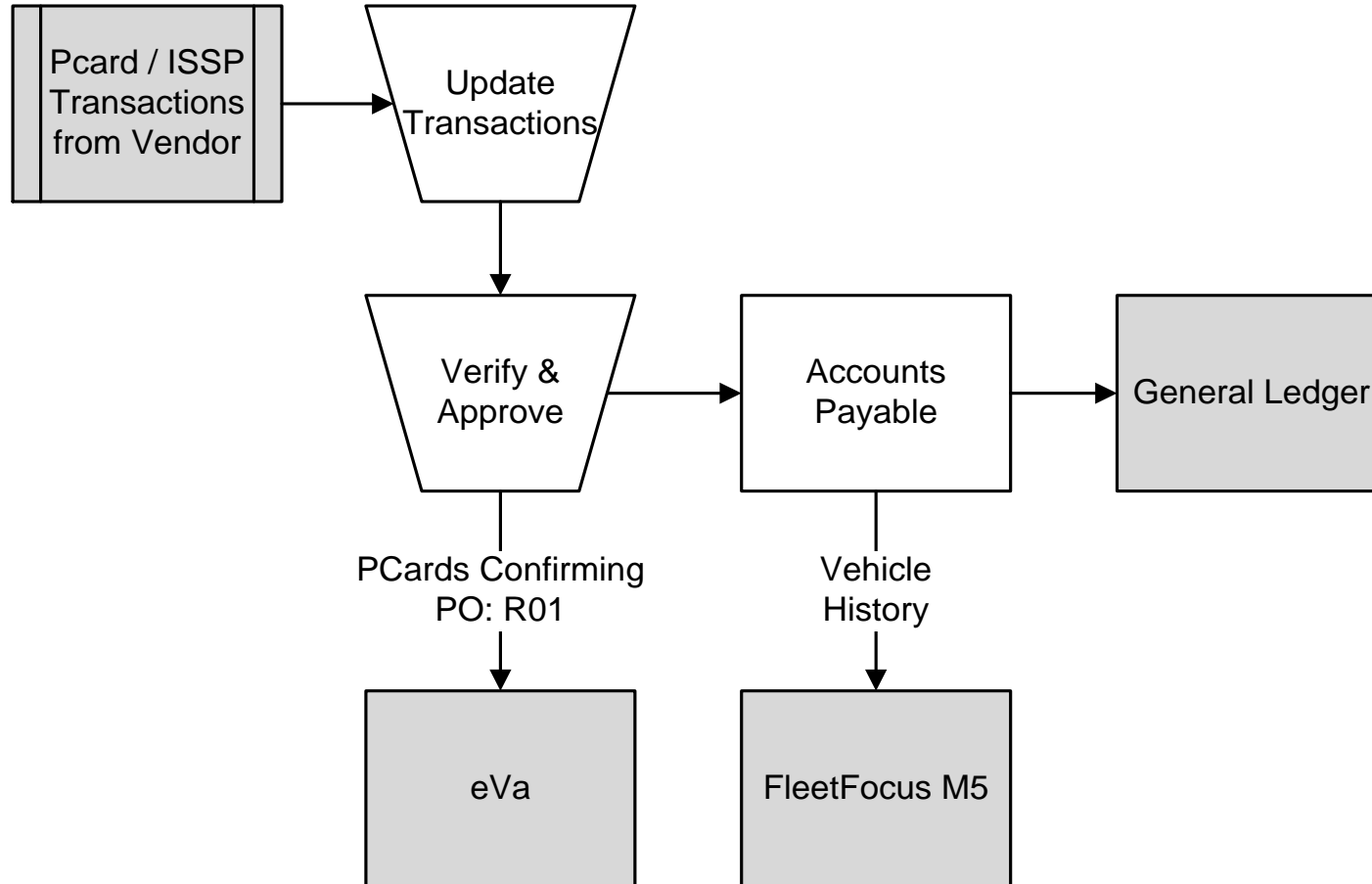
☐ Display Unmasked Card Number

Transaction Summary Customize Find View 100 First 81-100 of 2941 Last								
Empl ID	Card Number	Trans Date	Transaction Number	Billing Amount	Currency	Merchant	Status	Voucher ID
ISSP1		09/26/2013	110021592	129.46	USD	MANAGEMENT CONSULTING INC	Staged	
ISSP1		09/26/2013	110021594	435.61	USD	MANAGEMENT CONSULTING INC	Staged	
ISSP1		09/26/2013	110021597	202.17	USD	MANAGEMENT CONSULTING INC	Staged	
ISSP1		09/17/2013	150021493	122.52	USD	MANAGEMENT CONSULTING INC	Verified	

Click on image to return



Integration and Interfaces

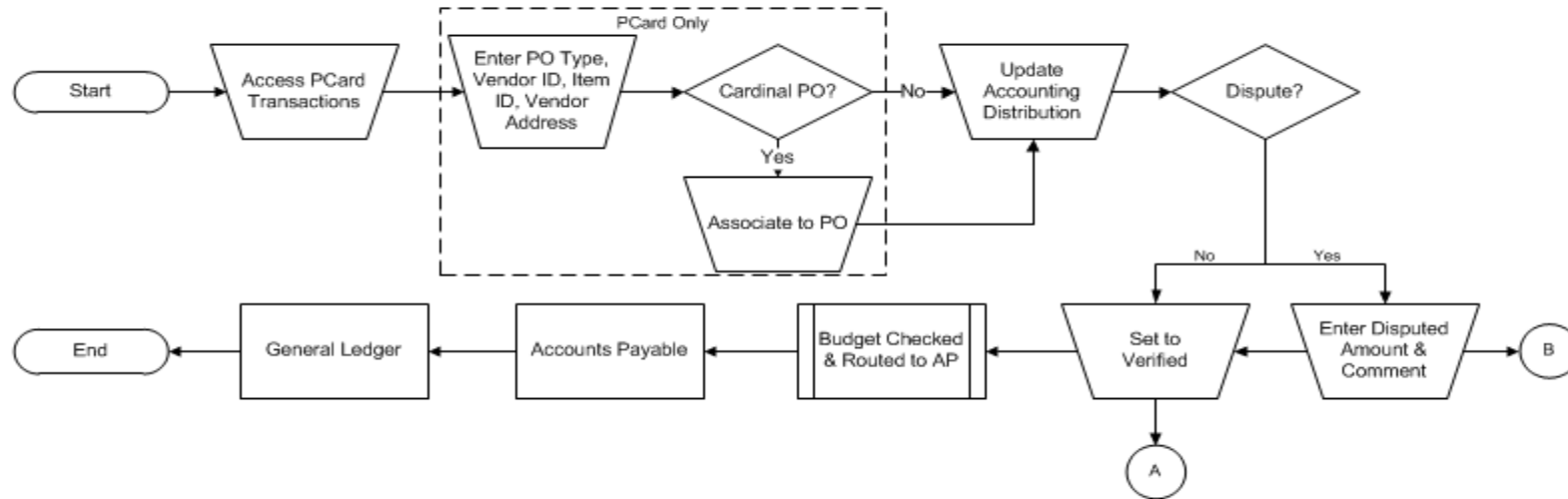


Click on image to return

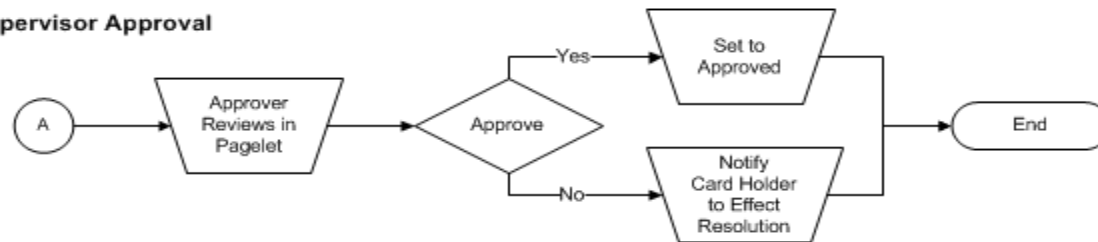


PCard Process (continued)

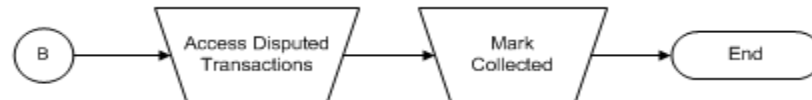
PCard and ISSP Holder Transaction Review / Reconciliation



Supervisor Approval





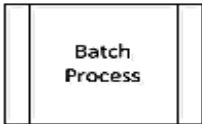
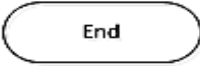
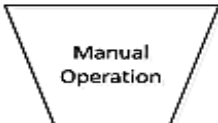
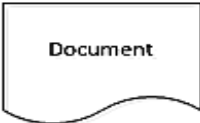




Card Holder Reconciliation – Credit Collection (Dispute Resolution)



Click on image to return



Flowchart Key

Flowchart Key			
	Depicts a process step or interface.		Indicates point at which the process begins. Does not represent any activity.
	Specifies a batch process.		Indicates point at which the process ends. Does not represent any activity.
	Depicts a process step that is performed manually.		Depicts a document of any kind, either electronic or had copy.
	Defines the possible outcomes of a decision or analysis that took place in a step immediately preceding.		Indicates an On-Page or Intra Process Connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page.
	Represents an entity (person, organization, etc.).		Connects steps between business processes.